DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR   28 Jul 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-34, Past Performance Information

1. The use of past performance information (PPI) as part of the source selection process is well entrenched in our best-value procurements. It has proven an effective tool for helping to weed out poor performers and awarding contracts to contractors with good track records. As we gain experience and become more proficient in acquiring and using PPI, we request Directorates of Contracting (DOCs) to continue to share their best practices and lessons-learned for publishing on the FORSCOM Contracting Division home page (see paragraph 3.d below).

2. Less entrenched in FORSCOM - but just as important - is the systematic preparation of annual contractor performance reports (CPRs) after the contract is awarded. The recent revision of AFARS Subpart 42.15 provides policy and guidance for the preparation of CPRs (see FAC 98-1 dated 30 Apr 98, available on the Internet, http://acqnet.sarda.army.mil/library/default.html). The revised AFARS also officially establishes the mandatory use of the Army Past Performance Information System (PPIMS) for preparing CPRs. A primary objective of this CIL is to describe our strategy for implementing PPIMS in FORSCOM.

3. The enclosed memorandum dated 13 Jul 1998 from Dr. Kenneth Oscar, Deputy Assistant Secretary of the Army (Procurement) discusses the purpose and objectives of the PPIMS, and stresses the need for immediate and full implementation of the system by all Army contracting agencies (Enclosure 1). Our plans for FORSCOM implementation include the following:

    a. PPIMS Administrators. In May 97, in anticipation of the launching of PPIMS, the office of the Assistant Secretary of the Army, Research and Development (SARDA) instructed the Heads of Contracting Activities (HCAs) to designate primary and alternate PPIMS Administrators who would be responsible for providing

PPIMS guidance and training for their contracting personnel.
In turn, FORSCOM DOCs were required to designate local PPIMS
administrators who would be responsible for local training. In
FORSCOM, the PPIMS administrators are Ms. Joan Sylvester
(primary) and Ms. Irene Hamm (alternate). A list of the DOC
administrators is at Enclosure 2.

   b. _Training_. The PPIMS is designed to be a user-friendly
application that lends itself to self-guided instruction. Since
the inauguration of the PPIMS in Oct 97, we have endeavored to
accommodate DOC preferences and travel budgets by offering
several methods of training, including videoteleconference (VTC)
overviews; "hands-on" classroom instruction; "train the trainer"
sessions for DOC PPIMS administrators; and assistance via e-mail
or the telephone. We will continue to provide these training
options; however, we suggest the DOCs assess the effectiveness
of their current training method(s) to determine if a change is
in order, or whether additional training or assistance is needed
from this office. For a complete listing and description of
current training options, see Enclosure 3.

   c. _FORSCOM PPIMS Procedures Guide_. This guide describes
the PPIMS administrator's roles, responsibilities and procedures
for managing PPIMS and interfacing with the FORSCOM Contracting
Division (CD). The guide will be posted on the CD Home Page and
updated as necessary. It is at Enclosure 4.

   d. _PPI Web Page_. We are in the process of establishing a
PPI Best Practices web page on the Contracting Division Home
Page that will include such information as lessons-learned; DOs
and DON'Ts; practical suggestions; answers to questions; web
site addresses for related topics, etc. The PPI web page will
provide information on _both_ the pre-award use of PPI for source
selection as well as the post-award preparation of CPRs. We
expect the DOCs will provide much of the information that will
be displayed on this site.

   e. _"CPR Watch"_. As indicated by Dr. Oscar's memorandum,
SARDA is monitoring the use of PPIMS by the major commands
(MACOMs) for preparing CPRS. To ensure that FORSCOM makes
adequate progress in implementing PPIMS, we will monitor the use

of PPIMS by each DOC and publish the results quarterly on the
Home Page, beginning 1 Dec 98. The report will focus on the
CPRs that are mandatory for PPIMS (i.e., contracts $1 mil or
more), and will display, by site, such information as: number of
eligible contracts; CPR "due date", number and percentage of
CPRs started; number and percentage of CPRs completed. Our goal
is to achieve a 25 percent completion rate each quarter, so that
at the end of four quarters, i.e., 1 Dec 99, we have attained
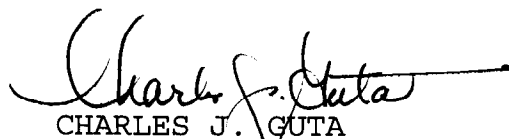and are sustaining a 100 percent CPR start and completion rate.

The "watch" will also alert us to opportunities for providing
guidance and assistance in meeting our goals.

    f. Quarterly PPIMS VTCs. We will conduct quarterly VTCs to
discuss the current status of PPIMS implementation, updates and
initiatives, as well as to address issues that are raised or
suggested by the DOCs. The first quarterly PPIMS VTC is
scheduled for Wednesday, 2 Sep 98, 1300-1500 hours. Please mark
your calendars.

4. Also enclosed in this CIL are DRAFT copies of the FFARS
implementation of AFARS 42.15 (Enclosure 5), and the revision to
the Contract Management Review (CMR) Guide 715-9 (Enclosure 6).
We request you review these two documents and provide comments
to this office by 17 Aug 98. Your input is important. Final
versions of the FFARS and CMR guide implementations are expected
to be issued by 31 Aug.

5. Points of contact for information concerning this CIL are
Ms. Joan Sylvester, DSN 367-6237, sylvestj@forscom.army.mil and Ms. Irene
Hamm, DSN 367-5632, hammi@forscom.army.mil.

Enclosures
as

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
    for Contracting

.13 JUL 1998

REPLY TO
ATTENTION OF

SARD-PI

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Past Performance Information Management System

The Past Performance Information Management System (PPIMS) is the Army's principal tool for the collection and maintenance of contractor past performance information (PPI). PPIMS is a secure, web-based, information system providing the Army a user-friendly tool to prepare and maintain contractor performance reports. It became operational on October 1, 1997.

In addition to preparing performance reports, PPIMS provides authorized users the ability to extract contractor performance reports for use in source selection. PPI may be used to enhance market research, develop contracting and acquisition strategies, determine contractor responsibility and establish the competitive range. Further, collection of past performance information facilitates communication between the contractor and the government, thereby resulting in improved performance and customer satisfaction.

I recently reviewed the data currently residing in the PPIMS database and was disappointed at the limited number of completed contractor performance reports. After nine months of operation, there are only 13 records available for source selection. I recognize there is a 2 – 3 month leadtime in preparing and finalizing performance reports and there are several hundred in-process reports in the PPIMS pipeline. However, I urge you to ensure reports are prepared for all applicable contracts as soon as possible after their due dates.

Past performance information is a key component of the Army's and DoD's strategy to acquire best value. All of the Services have agreed to exchange contractor performance history for use in source selection. PPIMS is designed to provide PPI in a timely manner to support Army source selection requirements, as well as those of other federal agencies. With the limited number of reports in PPIMS, the Army and federal agencies are unable to benefit from the inherent effectiveness of this tool.

Enclosure 1

Army Acquisition Letter 98-1, dated April 30, 1998, provides policy and guidance for the preparation and recording of contractor performance information using PPIMS. While the mandatory thresholds for collection are currently $5M for "systems" and "operations support" and $1M for "services" and "information technology," Heads of Contracting Activities may implement lower thresholds as appropriate for their specific procurements.

Each HCA designated a primary and alternate PPIMS administrator responsible for command implementation, user training, information sharing and other related duties. My staff has trained your administrators to perform these functions. The Army PPIMS functional and technical managers continue to be available to support your efforts to train PPIMS users (e.g. contracting officers/specialists, COR's, program management staff) and to provide any other assistance necessary to fully implement past performance policy.

In addition, we will continue to conduct training in the Radford and Northern Virginia areas. These hands-on classes are available to all interested activities, however, class is limited to 12 students and should be utilized only when a small number of personnel require training. Registration for these classes may be accomplished on line through the PPIMS homepage (http://acqnet.sarda.army.mil).

My point of contact is Ms. Susan Erwin, Army PPIMS Functional Manager, Commercial 703-681-9292 or DSN 761-9292.

Kenneth Oscar
Deputy Assistant Secretary of the Army
(Procurement)

DISTRIBUTION:
PRINCIPAL ASISTANTS RESPONSIBLE FOR CONTRACTING
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
    5001 Eisenhower Avenue, Alexandria, VA 22333-0001
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,
    Redstone Arsenal, AL 35898-5280

DISTRIBUTION: (CONT)
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   Fort Monmouth, NJ 07703-5000
U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Rock
   Island, IL 61299-6000
U.S. Army Soldier Systems Command, ATTN: AMSSC-AC, Kansas
   Street, Natick, MA 01760-5011
U.S. Army Tank-automotive and Armaments Command, ATTN:
   AMSTA-AQ, Warren, MI 48397-5000
U.S. Army Research Laboratory, ATTN: AMSRL-CS-PR, 2800 Powder
   Mill Road, Adelphi, MD 20783-1197
Defense Supply Service - Washington, 5200 Army Pentagon,
   Washington, DC 20310-5200
Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee
   Avenue S.W., Fort McPherson, GA 30330-1062
Third United States Army/U.S. Army Forces Central Command, 1301
   Anderson Way S.W., Fort McPherson, GA 30330-1096
U.S. Army Medical Command, ATTN: MCAA, 2107 17th Street,
   Building 4197, Suite A, Fort Sam Houston, TX 78234-5015
U.S. Army Intelligence & Security Command, ATTN: IAPC,
   Fort Belvoir, VA 22060-5246
U.S. Army Medical Research and Materiel Command, ATTN: MCMR-
   AAZ-A, 820 Chandler Street, Fort Detrick, MD 21702-5014
U.S. Army Military District of Washington, Fort Lesley J. McNair, ATTN:
   ANPC, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058
Military Traffic Management Command, ATTN: MTAQ, 5611 Columbia
   Pike. Falls Church. VA 22041-5050
U.S. Army Space and Missile Defense Command, ATTN: SMDC-CM,
   P.O. Box 1500, Huntsville, AL 35807-3801
U.S. Army Training and Doctrine Command, DCSBOS, ATTN: ATBO-A,
   Building 5, Room F306, 5 North Gate Road, Fort Monroe, VA
   23651-5000
U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC),
   Unit 29331, APO AE 09266
Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit
   15237, APO AP 96205-0010

PPIMS POCs

INSTALLATION	NAME	TELEPHONE NO.	EMAIL ADDRESS
AACC	Phyllis Rogers Currently NO Alternate	464-3469	rogersph@forscom.army.mil
Bragg	Anita Adcock Dora Davis	236-4362, x246 236-4362, x253	adcocka@bragg.army.mil davisd@bragg.army.mil
Campbell	Celeste Lewis Jeanne Shykes	635-7821 635-7564	lewislc@campbell-emh5.army.mil shykesj@campbell-emh5.army.mil
Carson	Sarah Robinson Mary Henry	691-6598 691-6594	robinsons@carson-exch1.army.mil henrym@carson-exch1.army.mil
Devens	Norbert Cebula Beth Castriotta	256-3948 256-2122	cebulan@devens-emh1.army.mil castriob@devens-emh1.army.mil
Dix	Beth Mendell Pam Lutz	944-4869 944-6962	mendellb@dix-emh6.army.mil lutzp@dix-emh6.army.mil
Drum	Carol Romeo Currently NO Alternate	341-6508	romeoc@drum-emh4.army.mil
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Irwin	Sheryle Wood Marie Velez	470-3795 470-4450	woods@irwin.army.mil velezm@irwin.army.mil
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PPIMS POCs

INSTALLATION	NAME	TELEPHONE NO.	EMAIL ADDRESS
McCoy	Bernadette L. Honish Claudia A. Derringer	280-3101 280-4424	honishb@emh2.mccoy.army.mil derringc@mccoy-emh1.army.mil
Polk	Russel Guillot Jean Guins	863-2373 863-2367	guillotr@polk-emh2.army.mil guinsj@polk-emh2.army.mil
Riley	Micheal Fink Jerald Payne	856-0497 856-0498	finkm@riley-emh1.army.mil paynej@riley-emh1.army.mil
Stewart	Mike Parker Gwen Strickland	870-8461 870-8471	parkerm@emh5.stewart.army.mil stricklandg@emh5.stewart.army.mil

Enclosure 3

PPIMS Training Opportunities

1. PPIMS On-line.

    a. Tutorial - Introduction and general overview of PPIMS
design and function. Available on the PPIMS Homepage, at
https://rda.rdaisa.sarda.army.mil/ppims/prod/ppimshp.htm.

    b. PPIMS Users Guide - A very thorough and easy to follow
walk-through of each PPIMS Section, regularly updated. This is
the best source for self-training on PPIMS. It is available on
the PPIMS menu bar; a user password is necessary to access the
guide.

2. FORSCOM "Train the Trainer" Classes - A one-day session for
DOC administrators, to equip them to train their local users.
Conducted at HQs FORSCOM by request. DOC sponsors TDY.

3. PPIMS On-Site Training - DOCs may arrange for a local class
conducted by the CD PPIMS administrators. Availability of this
training is budget-contingent; DOCs may be required to provide
the necessary TDY funds.

4. FORSCOM VTCs - Quarterly opportunities to review updates,
exchange information, engage in dialogue concerning any PPIMs or
PPI issue. Informal, usually two hours in length.

5. SARDA Training. Recently made available on a limited,
first-come-first-served basis. This training is provided by the
developer of PPIMS; however, it is largely geared towards
systems contracts.   Current classes scheduled for 20 Aug 98 at
Radford, VA and 14 Jan 99 at Washington, DC. Registration is
available on the PPIMS Homepage.

6. Contractor Training. SARDA has contracted with BRTRC to
develop a Past Performance Training. This is a one-day course
on the collection and use of PPI, and includes a topic on PPIMS.
BRTRC is to post the course onto the Internet in the near future
(tentative date is Sep 98). BRTRC may also be contracted to
conduct the training locally (http://institute.brtrc.com). *Once this course
becomes available, we will tailor it and use it as the basis for
FORSCOM training on PPI in general*.

PAST PERFORANCE INFORMATION MANAGEMENT SYSTEM PROCEDURES

FY 98

FORCES COMMAND

CONTRACTING DIVISION
FORT MCPHERSON, GA 30330-1062

DRAFT

FFARS IMPLEMENTATION OF AFARS 42.15

Subpart 42.1502-90 Policy.

(a) Contractor performance reports (CPRs) shall be prepared for all formal contracts, regardless of dollar amount. CPRs for contracts meeting the thresholds in AFARS 42.1502-90(a) must be entered and maintained in the Army PPIMS. CPRs below these thresholds may be prepared either manually or in the PPIMS; however, use of PPIMS is preferred.

CPRs may also be prepared for purchase orders, manually or in PPIMS.

Manual CPRs must address the criteria set forth in AFARS 42.1502-90(h)(2) and use the rating system at 42.1502-90(i). All CPRs, whether completed manually or electronically, must follow the procedures at 42.1503-90, e.g., contractors must be given an opportunity to review and comment on the CPR.

Subpart 42.1503-90 Procedures.

   (c)(2) CPR reviews shall be performed by a designee(s) at a level above the assessing contracting officer(s), e.g., Team Leader, Branch Chief, Division Chief.

   (e) The resolution authority will be the Director of Contracting (DOC) or Deputy DOC.

   (S-101) Under certain isolated circumstances, the DOC may request the FORSCOM Principal Assistant Responsible for Contracting (PARC) to serve as the resolution authority. Examples include situations where the DOC's ability to maintain fairness and/or impartiality are at issue; where the CPR is controversial; and where the unusual nature or scope of the CPR makes it advisable to place its review at the PARC level. The request shall be submitted in writing, and shall include rationale for the request.

DRAFT

Revisions to Forces Command Contract Management Reviews Pamphlet 715-9

3-13. Contract Administration

a. General.

Change "Contractor Performance Evaluation" to "Contract Performance Report"

e. **Post-Award Conferences**.

(4) Did the report cover all items discussed, including areas requiring resolution, controversial matters, the names of participants responsible for further actions, and the due dates for the actions, and the Contract Performance Report? (FAR 42.503-3)

n. **Contractor Performance Evaluation**. Change to read, "**Contractor Performance Report** (CPR)"

(1) Are procedures in place for the preparation of annual CPRs as required by FAR/AFARS 42.1502?

(2) Has responsibility for preparing, reviewing and tracking been assigned to appropriate personnel? Have these personnel been given adequate instructions for preparing the evaluations?

(3) Are interim and final CPRs being prepared for all contracts over $100,000? (AFARS 42.1502-90(d) and FFARS 42.1502-90(a))

(4) Are CPRs for contracts over $1mil being entered in the Army Past Performance Information Management System (PPIMS) IAW AFARS 42.1502-90(b)?

(5) Are CPR ratings supported by adequate documentation?

(6) Are CPRs completed within the 60 calendar days after the end of the rating period? (AFARS 42.1503-90(b))

(7) Are CPRs provided to the contractor and has the contractor been given a minimum of 30 days to submit comments, rebutting statements or additional information? (AFARS 42.1503-90(b))

(8) Are contractor comments/rebuttals reviewed, responded to, and/or resolved in a timely fashion? (AFARS 42.1503-90(e))

(9) Are contractor's comments made a part of the final report? (AFARS 42.1503-90(e))

(10) Are CPR documents and contractor responses marked "Source Selection Information" IAW FAR 42.1503?

(11) Are out of cycle or "addendum" reports prepared when a significant or extraordinary event occurs prior to the next regularly scheduled evaluation? (AFARS 42.1502-90(e))

(12) For IDIQ and task order contracts, are CPRs prepared separately for delivery orders/task orders that differ substantially from each other in purpose or output? (AFARS 42.1502-90(f)(2))

y. **Termination Actions**.

Add:

(10) In the event of a full or partial termination, was an "addendum" CPR prepared? (AFARS 42.1502-90(e))

1. **INTRODUCTION**.

    a. The Past Performance Information Management System (PPIMS) was developed in response to the requirements of Office of Federal Procurement Policy Letter 92-5 and the Federal Acquisition Streamlining Act as implemented in Subpart 42.1500 of the Federal Acquisition Regulation. These requirements greatly expanded the number of contracts for which contractor performance evaluations must be prepared and for which past performance information (PPI) must be used in source selection.

    b. The PPIMS provides the following major capabilities:

        (1) The PPIMS is a web-based internet application. The PPIMS database resides at RDAISA on a server configured for web access. User access to PPIMS is controlled by user ID and password. An authorized user may add/modify/query or print contract data as required according to his/her user profile and level of authorization.

        (2) Contractor Performance Reports (CPRs) are initiated and/or modified via a data input screen. Upon completion of an evaluation, to include the contractor rebuttal, if any, validation and certification of the rating and agency approval, the data will be available for use in making future award decisions. Past Performance data will be retained in the PPIMS for three years after contract completion. The official signed hard copy will be retained in the official contract file.

    c. The PPIMS will be used in best value contracting, e.g., it provides a track record of a contractor's past performance in several areas to include business management, cost control, quality control, etc.

2. **RESPONSIBILITIES**.

    a. Directorates of Contracting (DOCs) Points of Contact (POCs).

        (1) Designate a primary and an alternate POC.

        (2) Provide via email the name, email address, and telephone number to the PPIMS Administrators at FORSCOM.

        (3) Promptly notify the FORSCOM PPIMS Administrators via email of any changes in POC status.

(4) Determine who requires user passwords to PPIMS.

b. Responsibilities of Installation POCs. Each installation must have at least one POC.

(1) Review all requests from users at your installation for valid need to access PPIMS and coordinate with your DOC.

(2) Enter the request into the appropriate database request area.

(A) First time users must be entered into the "First Time Users" area.

(B) Installations may chose to have only one password for training purposes. You are cautioned that this limits your ability to have more than one user logged at a time during the training process.

(C) If the user will access PPIMS in a training mode, then the request must be submitted under First Time User - Training.

(D) A request entered under First Time User - Production is for use in the "live" database only.

(3) When requests are entered into the database, the DOC POC will send to the PARC PPIMS Administrator, a list of all DOC personnel who require access to PPIMS and provide the following data:

(A) Complete Name

(B) Job Series and Position (e.g., Contracting Officer, COR, Contract Administrator, data entry only, etc.)

(C) Area(s) for which access to PPIMS is required (e.g., Evaluator, Contracting Officer, data entry, etc.)

(4) It is very important when entering the requests, that special attention be paid to the email address. All passwords are sent via email to the individual user; not the DOC POC.

(5) Passwords are not to be shared. They are sent to the user only.

3. **SECURITY**.

 a. The contractor performance evaluations contained in PPIMS are Source Selection Information as defined in the FAR Part 3.104-3, "Definitions", and may be used to support future award decisions. Source selection information must be protected from disclosure to unauthorized persons and protected to ensure data availability, integrity, and confidentiality.

 b. The PPIMS database itself and performance evaluations are marked with the legend **SOURCE SELECTION INFORMATION--SEE FAR 3-104** and safeguarded appropriately to prevent unauthorized disclosure.

4. INITIAL DATA ENTRY. To assist you in gathering data for input into PPIMS, ensure you have the following information as a minimum:

Contractor:

 - Contract Number:

 - Cage code:

 - Contractor POC:

 Name:

 Address:

 Email address

 Telephone and facsimile numbers

 - Performance periods::

 - Contract beginning dates:

 - Contract ending dates:

 - Total estimated contract value to include all options:

 - Contract to date to include all options:

 - FSC:

 - SIC:

 - Description of Service/Supply

Government POC:

- Contracting Officer:

- Evaluator(s):

- Contract type:

- RFP or IFB:

- Socio Economic Program:

Evaluator Input

- Have any documentation provided by the COR or other evaluator ready to cut and paste into the CPR. This could be in the form of an email transmission or data provided on disk.

5. **FUTURE ENHANCEMENTS**. The PPIMS will have the ability to load data from other DoD systems, making it easier for the user to enter new contractor information while ensuring data consistency and integrity.